



## FINANCIAL SERVICES INTEROFFICE MEMO

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To: Elected Officials, County Administrator, Division Directors, and Department Managers  
From: Leanne C. DeLoach, Director of Financial Services  
Subject: FY 2005/2006 Budget Calendar  
Date: January 20, 2005

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Monday	1/10/2005	Presentation of budget message to MFS Committee
Tuesday	1/18/2005	Presentation of budget message to BOC
Thursday	1/20/2005	Distribution of budget package by MFS Committee
Monday	1/31/2005	Budget Workshop 10:00 AM Gov't Center Auditorium
Monday	2/14/2005	Budget Process Review for BOC 3:00 PM prior to MFS Committee meeting
Friday	2/11/2005	Personnel requests submitted to Human Resources for review and possible inclusion in salary study
Friday	2/18/2005	Capital Requests due to Finance Director
Friday	2/25/2005	Other operational requests due to Finance Director; all budget requests must be input into computer
Wednesday	3/09/2005	Budget package due from Finance Director to County Administrator
Friday	3/18/2005	Preliminary budget from County Administrator submitted to Committees including recommendations from the Finance Director and County Administrator
Monday	3/21/2005	MFS & PW Committee Meeting - 9:00 AM Auditorium
Monday	3/28/2005	PD & CES Committee Meeting - 1:00 PM Auditorium
Friday	4/15/2005	Newspaper advertisement of Budget Public Hearing
Tuesday	5/03/2005	Budget Public Hearing at 6:00 PM prior to BOC meeting
Monday	5/08/2005	Joint Committee Meeting at 2:30 PM to finalize budget prior to MFS Committee meeting
Friday	5/13/2005	Newspaper advertisement of proposed budget
Tuesday	5/17/2005	Final budget review by BOC - 6:30 PM
Tuesday	6/07/2005	Budget Adoption - BOC Meeting 6:30 PM